



Headquarters Marine Corps



**Administration and Resource
Management Division
Security Programs and
Information Management Branch**

**Mr. Kevin J. White
Security Manager
(703) 614-2320
DSN 224-2320
NIPR -
kevin.j.white1@hqmc.usmc.mil
SIPR -
whitekj@hqmc.usmc.smil.mil**



Objectives

- What is Derivative Classification ?
- Why Do We Mark Documents
- Required Markings
- Marking SIPRNET E-Mails
- Marking PowerPoint Presentations
- Marking Media
- What Happens When Documents Are Not Properly Marked



What is Derivative Classification?



- **DERIVATIVE CLASSIFICATION** – The incorporating, paraphrasing, restating or generating, in the new form, information that is already classified and ensuring that it continues to be classified by marking or similar means when included in newly created material.



Why Do We Mark Documents

- Alert holders to the presence of *CLASSIFIED* information.
- Identify, as specifically as possible, the exact information needing protection.
- Indicates the level of classification assigned to the information.
- Provides declassification guidance.
- Provides information on the source of, and reasons for, classification of the information.
- Warn holders of special access, control, or safeguarding requirements



Required Document Markings



- The overall classification of the document.
- The agency, office of origin, the date of the document, identification of the source(s) of classification and, for originally classified documents, the reason for classification.
- Declassification instructions.
- Page and portion markings.
- Control notices and other applicable markings.



Required Document Markings



SECRET

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

SECNAVINST 5510.36

IN REPLY REFER TO 17 MAR 1998

5510
Ser N09N2/7S123456
{Date}

SECRET

From: Chief of Naval Operations
To: Commander, Naval Space Command

Subj: MARKING CLASSIFIED INFORMATION CONTAINING FOUO
INFORMATION (U)

1. (FOUO) Classified information or material containing FOUO information shall be marked per this regulation. No additional markings are required merely because it contains FOUO information.
2. (FOUO) Since FOUO information is, by definition unclassified, "FOUO" is an acceptable portion marking substitute for "U." Additionally, pages that contain only FOUO information, with no classified information, may likewise be marked "FOR OFFICIAL USE ONLY" as an acceptable substitute for "Unclassified."
3. (S) Letters of transmittal that have no classified information or material enclosed or attached to them, but have FOUO enclosures or attachments shall be marked with a statement similar to this one: "FOR OFFICIAL USE ONLY ATTACHMENT."
4. (FOUO) The marking "FOUO" alerts holders that the information may be withheld under exemptions (b)(2) through (b)(9) of the Freedom of Information Act (FOIA) Program, outlined in SECNAVINST 5720.42E. The marking "FOUO" may only be terminated by the originator or other competent authority, such as Initial Denial Authority (IDA) or appellate authority, when the information no longer requires protection from public disclosure. If practical, all known holders will be notified to remove this marking.

C. G. OMARA
Head, Security Branch

Derived from: OPNAVINST 55513.6C, enclosure (4)
Declassify on: X3

THIS PAGE IS UNCLASSIFIED BUT MARKED "SECRET" AND "FOUO" FOR
TRAINING PURPOSES ONLY

SECRET

SECNAVINST 5510.36

6A-3



Marking SIRPNET E-mails



Caution: If you print off an e-mail from the SIRPNET, you must control that print out as a “Secret” document.

- The marking requirements (i.e., overall, portion and associated markings) still apply when creating an e-mail on the SIRPNET, to include attachments.
- E-mails created on the SIRPNET must be marked as a final document and not as a working document.
- If you receive an e-mail over the SIRPNET that is not properly marked you must contact the sender to confirm classification and add markings.



Marking SIRPNET E-mails



Ouellette, Bridget

To: Boyd, Barbara
Cc: Enfinger, Neala
Subject: SAMPLE OF A CLASSIFIED EMAIL VIA SIPRNET (U)

SECRET

Barbara,

1. (U) This is a sample of a classified email sent via SIPRNET.
 - a. (C) The marking requirements (i.e., overall, portion and associated markings) still apply when creating an email on SIPRNET, to include attachments.
2. (S) An email created on SIPRNET is considered a final document and not a working document.
3. (U) If you have any questions, I can be reached at (202) 433-8847 or bouellet@ncis.navy.mil.

r/Bridget Ouellette
Information Security Specialist
CNO-N09N2

Derived from: OPNAVINST S5513.6C, enclosure (4)
Declassify on: 7 November 2008

THIS EMAIL IS UNCLASSIFIED BUT MARKED "SECRET" FOR TRAINING PURPOSES ONLY

SECRET



Marking PowerPoint Presentations



- Mark Slides with overall classification level and associated markings (i.e., portion marking, “derived from”, “declassify on” line, etc.)
- Border, holder or frame shall be marked with the highest overall classification.
- Group of classified briefing slides used together and maintained together as a set, mark only the first slide of the set with highest overall classification

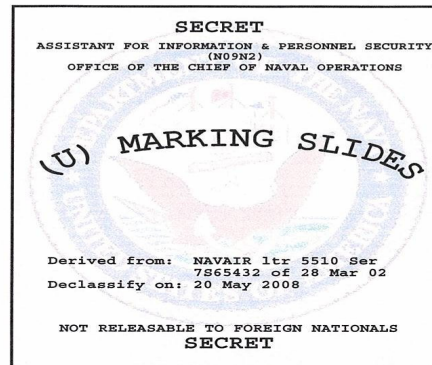


Marking PowerPoint Presentation

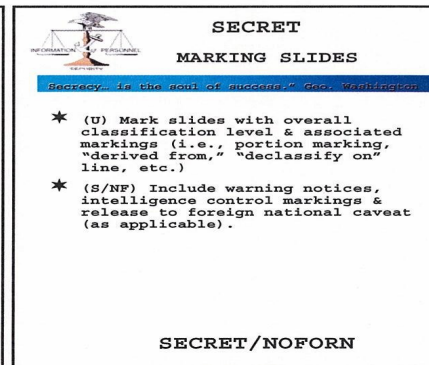


SECNAV M-5510.36
JUNE 2006

MARKING SLIDES & TRANSPARENCIES



Cover Slide



Interior Slide

Mark slides or transparencies, including those generated on IT systems (such as the example above using MS PowerPoint slides), with their highest overall classification level and associated markings on the image area, border, holder or frame. Groups of slides or transparencies used and stored together as a set shall be marked with their highest overall classification level and associated markings, with the exception of the associated markings "Classified by," "Reason," "Derived from," and "Declassify on" which shall be marked on the image area of the cover slide or transparency only.

THIS PAGE IS UNCLASSIFIED BUT MARKED "SECRET/NOT RELEASABLE TO FOREIGN NATIONALS" FOR TRAINING PURPOSES ONLY



Marking Media

- Media items are blue prints, engineering drawings, charts, maps, photographs, negatives, motion picture films, videotapes, CD, DVD, floppy disk and thumb drive.
- All media items must be marked with the highest classification level.
- Media items will be marked using the following classification label.
 - SF 706 (For Top Secret)
 - SF 707 (For Secret)
 - SF 708 (For Confidential)
 - SF 710 (For unclassified)





Marking Media

SECNAV M-5510.36
JUNE 2006

SECNAV M-5510.36
JUNE 2006

VIDEOTAPES AND DVDs

The marking requirements of exhibit 68-18 also apply to this exhibit.



VIDEOTAPE



VIDEOTAPE CONTAINER



DIGITAL VIDEO DISC (DVD)

THIS PAGE IS UNCLASSIFIED BUT MARKED "SECRET" FOR TRAINING PURPOSES ONLY

6A-19

REMOVABLE IT MEDIA

Removable storage media and devices used with IT systems and word processors shall be marked using the appropriate SF label to indicate the highest overall classification level of information contained therein. Samples indicated below with recommended means for marking.



Disk: Use applicable SF label, i.e., SF-706, 707, 708, 710 or 712 (see below)



CD: Write on or affix a CD label



Standard Form IT labels:

Top Secret: SF-706
Secret: SF-707
Confidential: SF-708
Unclassified: SF-710

THIS PAGE IS UNCLASSIFIED BUT MARKED "TOP SECRET," "SECRET," AND "CONFIDENTIAL" FOR TRAINING PURPOSES ONLY

6A-20



What Happens When Documents Are Not Properly Marked

Caution: If you receive a document that is not properly marked, you must contact the document originator to obtain the correct markings.

- Makes the document easily acceptable to mishandling, unauthorized disclosure and compromise.
- Hinders the Declassification process.
- Hinders the release of documents to outside agencies and foreign governments.



References

• **References** (available on CNO website at <http://www.navysecurity.navy.mil/>)

- Executive Order 12958, as Amended, Classified National Information, 25 Mar 03
- DoD Directive 5200.1-R, DoD Information Security Program Regulation, 14 Jan 97
- SECNAV M-5510.36, 30 Jun 06
- Information Security Oversight Office “Marking Classified National Security Information” Guide , Oct 07
- Information Assurance Publication 5239.26, May 00



Points of Contact

HQMC ARS Information and Personnel Security Office

Security Manager: Mr. Kevin White

**Asst Security Manager
& Information Security: Mr. Orlando Roman**

Industrial Security: Ms. Cheri Williams

**Personnel Security: Ms. Shakimah Torres (QNT),
Mr. Leonard Terry, Ms. Traci
Blanchard,**

**Mr. Wesley Reese, Ms. Virginia Bustillo,
Ms. Tawanna Irving**

WEBSITE:

<http://hqinet001.hqmc.usmc.mil/marinesecurity/index.htm>



Questions???

